

Create and Send the Treasurer's Report of Estimated Payment Bad Checks to TAX

Process

[HANDLE LOCAL BAD CHECK PAYMENTS](#)

Effective Date

11/01/2012

Purpose

This task is performed to complete and send the Treasurer's Report of Estimated Payment Bad Checks to TAX. This report identifies customers who have submitted a bad check for an estimated tax payment and, when contacted, failed to redeem that bad check within the specified time.

Each Local Treasurer's Office is responsible for handling bad checks submitted by the customers; however, for those customers who do not redeem the bad check within the specified time (5 days), the Local Treasurer's Office must submit the Estimated Bad Checks Report to TAX by fax or mail.

Special Notes

- Only the Authorized Locality Representatives in the Local Treasurer's Office can perform this task.
- The Treasurer's Report of Estimated Payment Bad Checks is referred to by name or as "the Form" throughout this task.

Procedure

Responsibility

Treasurer's Office Locality Representative

Steps

1. Obtain a blank Treasurer's Report of Estimated Payment Bad Checks form.
Please refer to Form: [Treasurer's Report of Estimated Payment Bad Checks](#)
2. Complete the following fields on the report for each bad check.
 - Customer Name (Last Name, First Name)
 - Customer's Primary SSN
 - Deposit Certificate Number (from original Deposit Certificate)
 - Amount of the bad check
3. Total the check amounts and enter the total of all checks listed on the form.
4. Make a copy of the front and back of each returned check.
5. Submit the report and the check copies to TAX.
 - A. If sending the information via fax,

1. Place the copy of the front of the check in front of the copy of the back of that check.
 2. Place the check copies in the same order as listed on the form.
 3. Fax the form and check copies to TAX at (804) 367-3014.
 4. Go to Step 6.
- B. If sending the information via mail,
1. Place the copy of the front of the check in front of the copy of the back of that check.
 2. Place the check copies in the same order as listed on the form.
 3. Attach the check copies the form.
 4. Address a mailing envelope to:
Department of Taxation
TAX Local Estimated Income Tax - Processing Unit
Post Office Box 1217
Richmond, VA 23218-1217
 5. Insert the report and checks in the envelope.
 6. Place the envelope in the location for outgoing mail.
6. Follow your office's Policies and Procedures for:
- Documenting that the information has been sent to TAX
 - Storing bad checks and documentation

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